



NUMBER 5330.1  
DATE 6 July 1954

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695 21/4

## Department of Defense Instruction

2

SUBJECT Printing, Binding and Related Equipment Programs

- Ref: (a) Govt Printing & Binding Reg, published annually by the Joint Comte on Printing, Congress of the United States.  
(b) Regs of the Adm, General Services Adm, Title I, Personal Property Management.  
(c) DoD Dir. 4100.12, 3 Nov 52, as amended by DoD Dir Trans. 138, 179 & 187  
(d) DOD Dir. 4160.7, 12 May 52, as amended by DOD Dir. Trans. No. 79.

### I. PURPOSE

The purpose of this Instruction is to (a) state the general policy of the Department of Defense governing the utilization of printing and binding equipment, and (b) assign responsibility for providing liaison between the Department of Defense and the Joint Committee on Printing, Congress of the United States, in regard to the purchase, rental, exchange, transfer, or disposal of printing and binding equipment.

### I. APPLICABILITY

The provisions of this Instruction are applicable to the Departments of the Army, Navy, and Air Force and the Office of the Secretary of Defense. Joint agencies, activities, and projects of the Department of Defense attached to one of these four major agencies for administrative support or management purposes shall be handled in accordance with implementing procedures issued by the major agency concerned.

### III. POLICY

The Government Printing and Binding Regulations published by the Joint Committee on Printing, Congress of the United States, set forth the general policies governing the purchase, rental, exchange, transfer, or disposal of printing, binding, and related auxiliary equipment by agencies of the Federal Government. In consonance with those policies, the military departments and other Department of Defense agencies will not request authorization from the Joint Committee on Printing to establish new or expand existing printing and binding facilities under their control whenever existent government-owned or privately-owned facilities are available and capable of satisfactorily producing their printing and binding requirements. Exceptions to this policy will be permitted only when classified defense information vital to security of the United States or its allies is involved, and cannot be adequately protected under such arrangements.

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#### IV. RESPONSIBILITY

1. The Assistant Secretary of Defense (Supply and Logistics) will be responsible for:
  - (a) Developing such policy, criteria, and systems as may be required for the efficient and economical provision of printing and binding facilities and related equipment for the Department of Defense and assuring their effective implementation within the Department of Defense.
  - (b) Representing the Department of Defense with other Government agencies, commercial activities, and civic or labor organizations on matters relating to the interpretation or clarification of Department of Defense policy or position with respect to printing and binding activities of the Department.
  - (c) Resolving problems on matters involving the purchase, rental, exchange, transfer, or disposal of printing, binding, and related auxiliary equipment arising between two or more major agencies or resolving questions requiring a single Department of Defense position.
2. The Secretary of each military department and the Assistant Secretary of Defense (Manpower and Personnel) for the Office of the Secretary of Defense will be responsible for:
  - (a) Establishing effective controls and implementing procedures which will insure the efficient and economical administration of printing and binding activities of his agency and the coordination of its printing, binding, and auxiliary equipment requirements with the other major agencies of the Department of Defense in order to ascertain whether such requirements may be fully or partially met from excess stocks prior to the submission of requests to the Joint Committee on Printing for authority to procure such equipment.
  - (b) Submitting requests for authority to purchase, rent, exchange, transfer, or dispose of printing, binding, and related auxiliary equipment directly from his agency to the Joint Committee on Printing.
  - (c) Designating a liaison representative to the Joint Committee on Printing, Congress of the United States, on matters involving printing and binding facilities and related equipment requirements for his agency as defined in current Government Printing and Binding Regulations.

3. The provisions of reference (d) above govern the utilization and disposal of excess printing and binding equipment by the Department of Defense agencies.

V. CANCELLATION

DoD Dir. 5330.1, 8 Dec 52, and OSD memo to Service Secretaries & Chm. MB, "Coordination of Authorization Requests to Congressional Joint Committee on Printing", 24 July 52 are hereby cancelled.

VI. EFFECTIVE DATE

This Instruction is effective upon publication.



T. P. PIKE  
Assistant Secretary of Defense  
(Supply and Logistics)

REF ID: A667123

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# DEPARTMENT OF DEFENSE

DATA  
675-3144

## DIRECTIVES SYSTEM TRANSMITTAL

NUMBER	DATE	DISTRIBUTION
5330.1 - Ch 1	June 12, 1956	5300

### ATTACHMENTS

None

### INSTRUCTIONS FOR RECIPIENTS

The following pen change to Department of Defense Instruction 5330.1, "Printing, Binding and Related Equipment Programs", July 6, 1954, has been duly authorized:


#### PEN CHANGE

In reference (c),

Delete: "DoD Dir. 4100.12, 3 Nov 52, as amended by  
DoD Dir. Trans. 138, 179, 187"

Insert: "DoD Dir. 4000.4, 17 May 55

This change is necessary inasmuch as DoD Dir. 4000.4 cancelled DoD Dir. 4100.12 and encompasses applicable provisions of the cancelled directive.

  
MAURICE W. ROCHE  
Administrative Secretary

DA-111  
695 3144

# DEPARTMENT OF DEFENSE

## DIRECTIVES SYSTEM TRANSMITTAL

NUMBER 5330.1 - Ch 2

DATE

DISTRIBUTION

(Supersedes Ch 1, 6/12/56)

June 12, 1961

5000

ATTACHMENTS

Pages 1 and 2 of DoD Instruction 5330.1, Jul 6, 54.

INSTRUCTIONS FOR RECIPIENTS

The following page changes to Department of Defense Instruction 5330.1, "Printing, Binding and Related Equipment Programs," dated July 6, 1954, have been authorized:

PAGE CHANGES

Remove: Pages 1 and 2

Insert: Attached Pages 1 and 2

Changes are indicated by marginal asterisks.

NOTE

The title "Assistant Secretary of Defense (Supply and Logistics)" (Section IV. 1.) was changed to "Assistant Secretary of Defense (Installations and Logistics)" by Transmittal 61-2, dated January 31, 1961.

*Maurice W. Roche*

MAURICE W. ROCHE  
Administrative Secretary

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE DESTROYED.



NUMBER 5330.1  
DATE July 6, 1954#

## Department of Defense Instruction <sup>ASD(I&L)</sup>

**SUBJECT**                      Printing, Binding and Related Equipment Programs

- Refs.: (a) Government Printing and Binding Regulations, published annually  
by the Joint Committee on Printing, Congress of the United  
States  
(b) Regulations of the Administrator, General Services Administration,  
Title I, Personal Property Management  
\* (c) DoD Directive 4000.4, "Department of Defense Materials                      \*  
\* Conservation Policy"                      \*  
\* (d) DoD Directive 4160.7, "Utilization and Disposal of Printing                      \*  
\* Equipment"                      \*

### I. PURPOSE

The purpose of this Instruction is to (a) state the general policy of the Department of Defense governing the utilization of printing and binding equipment, and (b) assign responsibility for providing liaison between the DoD and the Joint Committee on Printing, Congress of the United States, in regard to the purchase, rental, exchange, transfer, or disposal of printing and binding equipment.

### II. APPLICABILITY

\* The provisions of this Instruction are applicable to all activities of                      \*  
\* the Department of Defense. Joint agencies, activities, and projects                      \*  
\* of the DoD attached to one of the major DoD agencies for administrative                      \*  
support or management purposes shall be handled in accordance with im-  
plementing procedures issued by the major agency concerned.

### III. POLICY

The Government Printing and Binding Regulations published by the Joint Committee on Printing, Congress of the United States, set forth the general policies governing the purchase, rental, exchange, transfer, or disposal of printing, binding, and related auxiliary equipment by agencies of the Federal Government. In consonance with those policies, the military departments and other DoD agencies will not request authorization from the Joint Committee on Printing to establish new or expand existing printing and binding facilities under their control whenever existent government-owned or privately-owned facilities are available and capable of satisfactorily producing their printing and binding requirements. Exceptions to this policy will be permitted only when classified defense information vital to security of the United States or its allies is involved, and cannot be adequately protected under such arrangements.

#Revised June 12, 1961

IV. RESPONSIBILITY

1. The Assistant Secretary of Defense (Installations and Logistics) will be responsible for:

- (a) Developing such policy, criteria, and systems as may be required for the efficient and economical provision of printing and binding facilities and related equipment for the Department of Defense, and assuring their effective implementation within the DoD.
- (b) Representing the DoD with other Government agencies, commercial activities, and civic or labor organizations on matters relating to the interpretation or clarification of DoD policy or position with respect to printing and binding activities of the Department.
- (c) Resolving problems on matters involving the purchase, rental, exchange, transfer, or disposal of printing, binding, and related auxiliary equipment arising between two or more major agencies or resolving questions requiring a single DoD position.

- \* 2. The Secretary of each military department, the Director, National \*  
\* Security Agency, the Chief, Defense Atomic Support Agency, and \*  
\* the Administrative Assistant to the Secretary of Defense for \*  
\* other DoD activities, will be responsible for: \*

- (a) Establishing effective controls and implementing procedures which will insure the efficient and economical administration of printing and binding activities of his agency and the coordination of its printing, binding, and auxiliary equipment requirements with the other major agencies of the DoD in order to ascertain whether such requirements may be fully or partially met from excess stocks prior to the submission of requests to the Joint Committee on Printing for authority to procure such equipment.
- (b) Submitting requests for authority to purchase, rent, exchange, transfer, or dispose of printing, binding, and related auxiliary equipment directly from his agency to the Joint Committee on Printing.
- (c) Designating a liaison representative to the Joint Committee on Printing, Congress of the United States, on matters involving printing and binding facilities and related equipment requirements for his agency, as defined in current Government Printing and Binding Regulations.

# DEPARTMENT OF DEFENSE

## DIRECTIVES SYSTEM TRANSMITTAL

DI-11  
695 3144

NUMBER 65-2 DoDI -533C.1

DATE February 26, 1965

CLASSIFICATION All Lists

### ATTACHMENTS

Listing of DoD Directives and Instructions requiring pen changes as outlined below

### INSTRUCTIONS FOR RECIPIENTS

#### PEN CHANGES

Pending reissuance of the DoD Directives and Instructions listed on Page 2 of this DoD Transmittal, the organizational titles shown below shall be changed to read "Assistant Secretary of Defense (Administration)":

1. Director, Office of Administrative Services, OSD
2. Administrative Assistant to the Secretary of Defense, and Administrative Assistant, Office of the Secretary of Defense
3. Director, Administrative Services Division, Office of the Secretary of Defense; Director of Administrative Services; and Administrative Services Division
4. Director, Office of Administrative Services, Office of the Assistant Secretary of Defense (Manpower)
5. Administrative Facilities Planning Branch in the Office of Administrative Services, Office of the Secretary of Defense
6. Director of Budget and Finance, Office of the Secretary of Defense, and Budget and Finance Branch, OSD
7. Personnel Branch, Administrative Services Division, OSD
8. Administrative Secretary, Office of the Secretary of Defense

*Maurice W. Roche*

MAURICE W. ROCHE  
Director, Correspondence and Directives Division  
OASD(Administration)

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT



NUMBER	DATE	DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL
65 - 2	February 26, 1965	
DoD Issuances and Dates		INSTRUCTIONS FOR RECIPIENTS (Continued) Pages, Sections, and Lines
1.	1005.3, 9/27/58. . . .	Page 3, V.B., line 4
2.	1005.5, 6/6/58 . . . .	Page 4, VI., line 1
3.	1100.6, 5/24/62. . . .	Page 3, VI.A., line 3; Page 4, VIII.A., line 3
4.	1100.7, 5/4/60 . . . .	Page 2, V.A., line 1; Page 3, VI.A.1. & 2., lines 1
5.	1100.8, 4/28/61. . . .	Page 3, VI.6., line 3, and VI.7., line 1; Page 4, VI.8., lines 3 & 7; VII. 1.d., line 3, & VII.1.f., line 2, VII.2., line 1; Page 5, VII.3.d., line 2
6.	1418.2, 2/16/56. . . .	Page 6, V.1.a.(5) (c), line 1
7.	1418.3, 6/19/61. . . .	Page 2, III.A.3., line 1; V., line 2
8.	1430.4, 7/30/62. . . .	Page 1, II.B.3., line 1
9.	1432.1, 4/30/59. . . .	Page 1, Symbol, top of page; Page 2, IV.F. and H., lines 3 and 1, respectively
10.	1442.6, 7/19/63. . . .	Page 6, IX., line 3
11.	5015.1, 7/31/52. . . .	Page 3, VI., line 1; VII., lines 1 and 3
12.	5025.2, 10/29/54 . . . .	Page 1, para. 2, line 3
13.	5100.25, 7/17/63 . . . .	Page 1, I., line 3
14.	5100.29, 10/11/62. . . .	Page 2, IV.A., line 11
15.	5105.18, 8/25/59 . . . .	Page 1, Symbol, top of page; Page 4, VI.A., line 1; Page 5, VI.A., line 9, VI.B.2., line 1, VI.B.3., line 4; Page 6, VI.B.8, line 1, and C., line 11
16.	5120.15, 11/24/54. . . .	Page 1, I., lines 9 and 10
17.	5120.18, 8/29/58 . . . .	Page 1, Symbol, top of page; Page 2, III., line 8; Page 3, V., line 3, VII., line 3; Page 4, VII., line 3
18.	5160.3, 12/10/54 . . . .	Page 2, III., lines 4 and 5; Page 3, lines 3 and 4
19.	5160.9, 8/30/55. . . .	Page 2, III., lines 6 and 7, line 26
20.	5200.10, 7/26/62 . . . .	Encl. 1, Page 17, 9.b.(3)(a), line 2
21.	5210.4, 1/6/56 . . . .	Encl. 1, Page 1, lines 3 and 4 of footnote
22.	5210.38, 6/25/59 . . . .	Page 1, Symbol, top of page; Page 2, para. 3, line 1; Page 3, line 3
23.	5210.43, 10/22/63. . . .	Page 1, II.A., line 4
24.	5305.2, 9/24/63. . . .	Page 1, Symbol, top of page; Page 2, VI., line 3
25.	5305.3, 11/14/63 . . . .	Page 1, Symbol, top of page; Page 4, III.D., line 2, IV., line 3
26.	5330.1, 7/6/54 . . . .	Page 2, IV.2., line 3
27.	5400.5, 11/28/62 . . . .	Page 3, IV.C., line 1
28.	5525.1, 5/5/62 . . . .	Page 12, V.B., line 7; Page 13, V.C., lines 2 and 3
29.	7150.4, 11/8/62. . . .	Page 6, VIII.B., line 5; Page 7, VIII.C.2. and 4, lines 1; Page 9, IX.D., line 2
30.	7230.2, 6/28/62. . . .	Page 3, V.C.2., line 4
31.	7250.7, 8/19/58. . . .	Page 5, VIII.D., line 7, and VIII.F., lines 2 and 3
32.	7300.2, 9/28/62. . . .	Page 1, III., line 4; Page 2, V.A., lines 4 and 5
33.	7300.4, 4/15/64. . . .	Page 1, I., line 4; II.A., line 3; Page 3, V.C., lines 2 and 3; Page 4, VI.D., lines 8 and 9; VI.E., lines 4, 15, and 18, VI.G., lines 8 and 9; Encl. 2, Page 8, F., line 4, F., line 3, H., line 2; Encl. 3, Page 10, signature title.
34.	7330.2, 11/23/55 . . . .	Page 1, II., line 1; Page 5, VII., line 3
35.	7730.23, 12/31/63. . . .	Page 2, IV.C., line 2
36.	7730.18, 2/6/62. . . .	Page 2, III.B., line 1